Attachment H

Defense Personal Property System (DPS) Transportation Provider Qualification Program (TPQP) Functional Requirements

1.0   DPS shall provide the following User Roles for TPQP:

    1.1   DOD Users

- SDDC Qualifications: ability at a minimum to view, approve/reject all web forms (except financials), print, run reports, and/or send emails; ability to place TPs into non-use.

- SDDC Financial: ability at a minimum to view, approve/reject financial web forms, print, run reports, and/or send emails.

- SDDC Legal: ability to print and have view only capability of all web forms.

- Military Claims Services: ability to print and have view only capability of the ETOSSS and Insurance web forms.

- Department of Justice: ability to print and have view only capability of all web forms.

- ETA Administrator: ability to authorize temporary access to TPQP through ETA for TPs desiring to participate in the DoD personal property program.

    1.2   Transportation Provider

- Transportation Provider User: ability to submit and update ETOSSS and CIP web forms only; ability to view and print all web forms pertaining to their company (e.g., ETOSSS, CIP, Insurance, Surety, Financials, etc.)

- Transportation Provider Insurance Company: ability to submit/update, view and print insurance web forms for individual TPs they represent.

- Transportation Provider Surety (Bond) Company: ability to submit/update, view and print Performance Bond web forms for individual TPs they represent.

- Transportation Provider Independent Accountant (CPA): ability to submit/update, view and print financial statement web forms for individual TPs they represent; ability to view ETOSSS of individual TPs they represent.

2.0   DPS shall provide an email response center for SDDC Qualifications Users. The response center shall provide the following capabilities:
- Maintain a copy of all inbound and outbound correspondence for SDDC User Roles
- Maintain a copy of all inbound and outbound correspondence for each TP
- Provide search capability for any TP correspondence by TP Name or TP SCAC
- Povide capability to email broadcast messages to single, multiple, or all TPs
- Provide capability to email broadcast messages to single, multiple, or all TPQP User Roles

- Provide capability for SDDC Qualification users to re-send emails that failed delivery, to a new TP email address
- Provide capability to re-send emails that required email address corrections
- Provide capability to generate and print address labels of DOD approved TPs (label shall include SCAC, Company name, mailing address or physical address, if no mailing address exists)

3.0   DPS shall provide the capability for applicable users to submit the following web forms:

(Reference Personal Property Carrier Qualification (PPQ WEB) Data Requirements Document (DRD) dated January 27, 2003; System/Subsystem Specification (SSS) dated February 20, 2003; and Financials Systems/Subsystem Specification dated April 25, 2003; How To Do Business in the Department of Defense Personal Property Program (SDDC Pamphlet 55-4 April 11, 2003)

- Electronic Tender of Service Signature Sheet (ETOSSS)
- Performance Bonds
- Insurance Certificates
- Cancellation Notices
- Certificate of Independent Pricing (CIP)
- Financial Statements
- Change of Ownership Novation Agreements
- Change of Company Name Notification
- This program will not use the List of Cities and Codes of Services (LOCCS)

3.1   DPS shall provide users manuals and tutorials for all TPQP roles on all web forms.

3.2   DPS shall provide the flexibility to allow approved Users (e.g., TPs, CPAs, Ins Co., Surety Co.,) to submit updates to web forms, while concurrently restricting access to new entrants during specified timeframes. For example: new entrants may only submit applications during two months of the year.

3.3   DPS will not allow incomplete packages from New Entrant TPs to be posted to the SDDC User work queue.

3.4   DPS shall ensure each web-based form contains the TP's valid SCAC.

3.5   DPS shall not allow blank fields on any web based qualification document. DPS shall require all users to access the TPQP web forms through SDDC Electronic Transportation Acquisition (ETA).

3.6   DPS shall interface with ETA and populate all applicable TP information fields from ETA into all TP qualification web forms.

3.7   DPS shall maintain a copy of all previous versions of all web forms, and make them accessible for applicable users.

3.8   DPS shall populate at the bottom of each web form the name and date of the submitter and the SDDC user that approved the form.

3.9   DPS shall provide the capability for users to compare any data element changes, and view the comparisons on the screen.

3.10   DPS shall perform edit checks on all web forms prior to submission by any user, and provide error messages that identify the error and indicate an appropriate course of action. (E.g., Key Personnel must have a minimum of 3 years experience. Please correct this error or you will be unable to submit this form.) Web forms not passing these edit checks shall not be submitted unless otherwise indicated in the requirements below.

3.11   DPS shall notify all users submitting web forms of successful submission.

3.12   DPS shall provide the capability for SDDC Qualifications users to enter text messages, notes for TP users to read on the homepage for the TPQP.

4.0   Electronic Tender of Service Signature Sheet (ETOSSS)

4.1   The basic purpose of the ETOSSS is to provide point of contact information, officers of the company, administrative information, and for TPs to certify their understanding of all terms and conditions set forth in the Tender of Service or other legally/contractually binding documents and regulations by which the TP must abide.

4.2   DPS shall capture all information contained on the current ETOSSS form with the exception of the following: "Part II Type of Service" for Domestic and International codes of service. The blocks for MC and FF number that follow Intrastate will be removed. The only block remaining for the intrastate section will be for indicating Intrastate.

4.3   DPS shall include in the information captured from the TP, whether they are a Mobile Home, Commercial Boat Hauler and/or Tow-Away Boat Hauler TP, to include their Motor Carrier (MC), Freight Forwarder (FF) and/or Broker number in addition to the existing information contained on the ETOSSS.

4.4   DPS shall have edit check on the email address field for population and correct conformity to standard email address protocol.

4.5   DPS shall provide functionality for TPs to check a "Not Applicable" checkbox for "Shareholders" and "Partners" when applicable.

4.6   Selection of the "Not Applicable" checkbox shall trigger automatic population of sections not used with "N/A" or "0" (zero) as applicable. (Currently blocks 23, 24, 25 and 26 on ETOSSS).

4.7   DPS shall compare new ETOSSS information submitted to the previous ETOSSS to indicate whether the TP has applied for approval for an additional "Type of Service," which can only occur during open season. DPS shall generate a pop-up message to the TP that indicates whether an initial and/or additional bond or insurance certificate is required to be submitted.

4.8   DPS shall provide check boxes for "Interstate", "Intrastate", "International", "Mobile Home", "Commercial Boat Hauler" and "Tow-Away Boat Hauler".

4.9   DPS shall provide additional check boxes following Interstate, Intrastate, Mobile Home, Commercial Boat Hauler, Tow-Away Boat Hauler, International labeled "Additional Approval" and "Deleting Approval."

4.10   DPS shall provide a validation message to the user if they check "Deleting Approval." The validation message shall read, "Are you sure you want to delete this approval?"

4.11   DPS shall interface with DFAS and provide and edit check to determine whether the TP preparing an ETOSSS is on the Contractor Indebtedness List (CIL).

DPS shall electronically notify both SDDC and the TP if the TP submitting an ETOSSS is on the CIL (e.g., SDDC via email, TP via email and screen notification.). The notification shall identify data elements that matched between the ETOSSS and the CIL (e.g., TP Name, TP address).

The ETOSSS may be submitted even if the TP is identified on this list.

4.12 DPS shall interface with the DOT SAFER, Licensing and Insurance System to perform an edit check on the following:

- Address on ETOSSS matches the DOT System

- Motor Carrier Number or Freight Forwarder Number on the ETOSSS must match the Docket Number in the DOT System.

- Validate insurance type; If TP indicates on the ETOSSS that they are a Motor Carrier (MC) or Freight Forwarder (FF), then the Cargo [Insurance on File Category] on DOT System should indicate "YES". If a TP is a Broker, then Bond [Insurance on File Category] on the DOT System should indicate, "YES."

- Validate authority category; on the DOT System the block for "Household Goods" must indicate "YES."

- Validate authority type and authority status; if the TP is a Motor Carrier, the "Common" block on the DOT System should indicate "Active." If the TP is Freight Forwarder, the "Common" or "Contract" block on the DOT System should indicate "Active." If the TP is a Broker, the "Broker" block on the DOT System should indicate "Active."

4.13 After a TP submits an ETOSSS that fails one or more of the edit checks with the DOT system, DPS shall generate an email to the applicable TPs indicating all discrepancies as a result of the ETOSSS validation checks performed. The email must also direct the TP to contact DOT to resolve the discrepancy. Also, DPS shall provide SDDC Qualifications an electronic copy of that email via the Email Response Center.

4.14 DPS shall interface with National Motor Freight Traffic Association (NMFTA) to validate the TP Standard Carrier Alpha Code (SCAC) on the ETOSSS.

4.15 DPS shall provide any SDDC Qualifications users the capability to view, and print a report that links all current and historical TP SCAC and/or TP Names changes.

5.0 Performance Bonds

5.1 The purpose of the Performance Bond is to provide recourse for the Government to recoup re-procurement costs for the furtherance of frustrated shipments.

5.2 The following programs require a bond:

- Domestic- Interstate program
- International program

5.3 DPS shall allow the surety (bonding) companies to enter bond information for two different insurers and/or policy numbers, if they are different for Domestic and International programs listed above.

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5.4   DPS shall validate to ensure the surety company is listed in the Treasury Circular 570.

5.5   The current web based bond language requires the following wording change in the second paragraph, it shall read: "THE CONDITIONS OF THIS OBLIGATION………………This BOND WILL BE CONTINUOUS, and may be cancelled at any time by the Surety (ies) upon thirty (30) days notice using the web based cancellation notice process."

6.0   Insurance Certificates

6.1   The purpose of insurance is to provide protection to the Government for shipment loss and damage.

6.2   The following are insurance types:

- Domestic
- International
- Mobile Home
- Boat

6.3   DPS shall allow the insurance companies to enter cargo liability insurance information for two different insurers and/or policy numbers, if they are different for Domestic and International programs listed above.

6.4   DPS shall provide an interface to the Key Best Rating Guide and validate whether an insurance company has a rating of at least A- or better, and that the TP has coverage for the Domestic and/or International services listed above, that is annotated on the ETOSSS by the TP.

6.5   The current web based insurance language requires the following wording changes to the fifth paragraph, it must be changed to read: "This certificate may not be cancelled without cancellation of such policy. Such cancellation or any material change may be affected by the company or the TP only by giving thirty (30) days notice using the web based cancellation notice process. Such notice will commence to run from the date said notice is actually received."

7.0   Cancellation Notices

7.1   The purpose of the Cancellation Notices are to notify the Government that coverage is no longer being provided for the TP for the following:

- Insurance
- Bonds

7.2   Once DPS has received the bond and/or insurance cancellation notice, the bond and/or insurance certificates currently on file must be moved to the TPQP Historical documents.

DPS will generate an email to the TP and the bond and/or insurance company via the Email Response Center. The email must indicate the TP name and SCAC. This email shall state that SDDC Qualifications has received a cancellation notice indicating the date received, and the date SDDC will consider the cancellation effective. The effective date is 30 days from the date the cancellation notice is received. The email must also state that a replacement insurance certificate and/or bond must be submitted by the effective date of the cancellation for the TP to remain DOD approved.

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8.0   Certificate of Independent Pricing (CIP)

8.1   The purpose of the CIP allows the TP to declare the rates or fares submitted in response to SDDC rate solicitations have been arrived at independently, with the understanding that a false statement is a violation of law subject to criminal and civil penalties.

8.2   DPS shall provide auto-population of the Name, Title and Organization fields when C.1. is selected.

9.0   Financial Statements

9.1   The purpose of financial statement is to provide TP financial information to the Government. The government determines whether the TP financials meet program requirements to participate in the DoD personal property program.

9.2   DPS shall provide authorized Transportation Provider Independent Accountant (CPA) users capability to enter data into the Financial Statement web page.

9.3   CPAs attempting to submit financials (for currently approved TPs) that do not meet the required minimum financial ratios shall receive an error message. The error message shall read, "The Transportation Provider does not meet the minimum financial requirement as shown in the How To Do Business Book, do you still wish to submit this financial statement?"

9.4   If the CPA responds "yes," then the web form is submitted. DPS must also generate an email to the TP, CPA, and SDDC Financial users indicating the TPs' Company Name and SCAC stating, "This Transportation Provider does not meet the minimum financial requirement as shown in the How To Do Business Book, however, the TPs Accountant chose to submit this financial statement."

9.5   If the CPA responds "no", then the CPA will be taken back to the form so he may edit information.

9.6   DPS shall provide the capability for the CPA to enter it's email address on the Financial web form.

9.7   DPS will auto-populate with NA, the non selected option of either "Audited or Reviewed" which is on the Financial web form.

10.0   Change of Ownership Novation Agreements

10.1   The purpose of the Novation Agreement is to notify the Government that a change of ownership has occurred.

11.0   Change of Company Name Notification

11.1   The Change of Company Name notification web form is used to notify the Government that a change of company name has occurred.

12.0   DPS shall provide TPs, SDDC Qualifications, and Financial Users a management tool (i.e., status screen) that provides the status of all web forms by individual TP (e.g., required, pending (received), approved, rejected, historical) that may be viewed, printed, and/or edited based on constraints of each user's role.

12.1   The tool shall provide the capability for SDDC Qualification users to move TP web forms between status levels (e.g. rejected to pending).

12.2   The tool must provide the TP capability to view, print, and/or edit and resubmit any historical web form. (Reference Personal Property Carrier Qualification (PPQ WEB) Data Requirements Document (DRD) dated January 27, 2003; System/Subsystem Specification (SSS) dated February 20, 2003; and Financials Systems/Subsystem Specification dated April 25, 2003)

12.3   The tool must track and display the last SDDC User that worked, or is working each web form for each TP.

12.4   The tool must provide the basic administrative information about the TP (e.g. SCAC, Phone number, Physical Address, Mailing Address; President's Name, TP's complete legal company name, including "Doing Business As" name. For example: Hanjin Intermodal America, Inc. DBA Hanjin Express)

12.5   The tool shall provide the capability to track all web forms by TP. The tracking criteria must contain, but is not limited to the following:

•   Approved Documents
•   Pending Documents
•   Historical Documents
•   Rejected Documents
•   Required Documents

12.6   The tool shall track all web forms submitted, or not submitted but required. For Example: The TP submitted the ETOSSS and CIP; the Performance Bond, Insurance, and Financials have not been submitted by or on behalf of the TP, the status screen should indicate that the ETOSSS and CIP are "Pending Documents" and the Performance Bond, Insurance, and Financials are "Required Documents."

12.7   The tool shall track all web forms required, but not yet submitted by, or on behalf of the TP. Example: If an Interstate carrier submitted for International approval, the following web documents should be listed as required for TP or their industry partner to complete: Insurance and Performance Bond.

12.8   The tool must intuitively identify required documents based on whether the TP intends to participate in one or more of the following categories: Interstate, Intrastate, International, Mobile Home, Commercial Boat Hauler and Tow-Away Boat Hauler

13.0   DPS shall provide the capability for SDDC Qualifications users to inactivate a TP, and provide the capability to annotate a TPs record as to why the inactivation occurred.

13.1   DPS shall not allow a TP or a TP's industry partners (e.g. Insurance companies, Surety companies, or CPAs) the ability to submit any web-based forms once they are inactivated. DPS will generate an onscreen message to the submitter, "This Transportation Provider is no longer DOD approved."

13.2   DPS shall provide SDDC Qualifications Users the capability to reactivate a TP's record. The user and reactivation date must be captured and recorded in DPS.

13.3   DPS shall provide the capability to partially inactivate a TP's record. Inactivation date must be captured. It is a possibility that a carrier may have an approval removed in one market (e.g., Interstate, Intrastate, or International) while retaining an approval in another market. Example: You are still an Intrastate TP but your Interstate has been inactivated.

14.0   DPS shall provide SDDC users tools (a.k.a. a work flow queue) to identify and process all web forms requiring action.

14.1   At a minimum the tool must identify the TP SCAC, Company Name, Date of Submission, list each web form to be processed, and indicate if the form has been approved or rejected.   The tool must be capable of sorting the entire work queue by any of these fields.

14.2   The tool must link users directly to the web form selected.

14.3   The tool shall provide all SDDC Users the capability to view whether the web form has been accepted or rejected.

14.4   For SDDC Qualifications Users, the tool shall display work in three categories: Completed Packages (for TP New Entrants), Updated Web Forms (for existing TPs), and Additional Approvals (during an open season).

14.5   The tool shall display work in two categories for SDDC Financial Users: Financials for New Entrants, and Updated Financials for existing TPs.

14.6   The tool shall provide SDDC Financial Users the capability to record comments for each financial web form submitted. The comments must be a permanent part of the record. The comments must be viewable by all DOD users.

14.7   DPS shall provide SDDC Financial users the capability to send an email via the Email Response Center to the TPs' CPA for clarification on Financials.

15.0   TPQP Interfaces
   •   Department of Transportation (DOT) SAFER Licensing and Insurance System
   •   Federal Motor Carrier Safety Administration (FMCSA)
   •   National Motor Freight Traffic Association (NMFTA)
   •   Defense Finance and Accounting Service - Contractor Indebtedness List   (DFAS-CIL)
   •   Military Traffic Management Command (SDDC) Non Use Program
   •   Office of Management and Budget (OMB) Treasury Circular 570
   •   Key Best Rating Guide

16.0   Reports

16.1   DPS shall provide all SDDC Qualification users the capability to generate a report that will compare single or multiple TPs to the DFAS CIL list. The report must list all TPs (by SCAC and Company Name) that match the list, and indicate all fields where the match occurred.

16.2   DPS shall provide all SDDC Qualification users the capability to generate a report that will list all TPs that are in Common Financial and/or Administrative Control (CFAC). The report shall be titled "TP CFAC Relationships." The report shall have the capability to compare one TP to another, or one TP to all TPs. DPS shall analyze both TP reported and unreported relationships (e.g., if B is related to E, and A is related to B, the A to E relationship will be reported, as well as the A to B relationship).

16.3   DPS shall provide all SDDC Qualification users the capability to generate a report that will compare all of the data elements on the ETOSSS web form for a selected TP to a single TP, or all other TPs in DPS. The report shall be titled "TP CFAC Relationship Scores." The report shall assign point values to the fields that match, or

that are sequential; and display all the relationships and the point totals for each of those relationships. Common Financial and/or Administrative Control (CFAC). (Reference: System/Subsystem Specification (SSS) dated February 20, 2003, Figure 4-36.)

16.4   DPS shall allow sorting on all CFAC report data fields (e.g., SCAC, TP Name, Score) by ascending or descending order. Reports may be aggregated but must provide the capability to drill down into all of the data fields.

16.5   DPS shall provide all SDDC Qualification users the capability to generate a report that compares a single, or multiple TP SCAC(s) to the NMFTA database. The report shall list the SCAC(s) in DPS that are no longer valid. When the report identifies TP SCACs that are not valid in the NMFTA database, DPS shall generate an email to the applicable TPs indicating that their SCAC is no longer valid, and that they must contact NMFTA to resolve the discrepancy within 30 days.

16.6   DPS shall allow all DOD users the capability search on all text fields for TPQP. (E.g., if the user searches for a unique name, or alpha and/or numeric string, DPS will take the user to that web form) DPS shall allow the user to move from field to field, and from form to form. DPS shall allow all DOD users to generate a report that indicates every instance where that search criteria was found in TPQP on web forms.

16.7   DPS shall provide the capability for SDDC Qualifications users to generate a search of the database to yield a report of "currently approved" TPs that no longer meet established financial minimum qualification criteria. The report will reflect carrier name, SCAC, financial ratios, and must provide the capability to tag the SCAC and allow the SDDC Qualifications user to go to that TP's status screen.

16.8   DPS shall provide SDDC Qualification users the capability to generate a report of TP's that are "inactivated" and/or "partially inactivated; and/or TPs that were inactivated and/or partially inactivated that are now re-activated." The report shall group the results by SCAC, TP Name, and date of inactivation and if applicable re-activation.

16.9   DPS shall provide SDDC Qualification users the capability to generate a report of all TPs that have a performance bond and/or insurance policy that have been cancelled. The report shall group the results by SCAC, TP Name, and applicable bond and/or insurance company name.

16.10   DPS shall provide SDDC Qualification users the capability to generate a report of all (new entrant) TPs that submitted incomplete qualification packages. The report shall group the results by TP SCAC, TP company name, and package submission date. The report shall also provide the total number of TPs that submitted incomplete packages; and shall include a column to indicate the web forms categorized as "Required Documents." This report is only for new entrant TPs, not existing TPs updating documents.

16.11   DPS shall provide SDDC Qualification users the capability to generate a report of all (new entrant) TPs that successfully gained approval (i.e., all required forms were submitted and approved). The report shall group the results by TP SCAC and TP Company name. The report shall also provide the total number of new entrant TPs that were approved.

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16.12   DPS shall provide SDDC Qualification and Financial users the capability to generate a report of all TPs that did not submit annual financial statements. The report must list all TPs that have not filed their annual financial statements at the appropriate time. This report must have date search (timeframe) capability and that will be compared to all approved carriers in the database. The report shall group the results by TP SCAC and TP Company name, and the type of approval they hold (International/Domestic or both).

16.13   DPS shall provide SDDC Qualification users the capability to generate the following additional reports:

- All Approved TPs
- All Approved Mobile Home TPs
- All Approved Freight Forwarders (FF Authority)
- All Approved Motor Carriers (MC Authority)
- All Approved Brokers (B Authority only)
- All Approved Boat TPs

The report shall group the results of each of these reports by TP SCAC and TP Company name; and provide the total number of TPs in each category.